

SANDY CITY
APPROVED CLASS SPECIFICATIONS

- I. Position Title: Field Operations Manager
- Revision Date: 07/15
EEO Category: Professional
Status: Exempt (Exec)
Control No: 30507

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Director of Public Works, maintains streets, surface flood control system, signal and signage systems, and supervises employees in the Streets and Transportation operations.

III. Essential Duties:

- Supervises and directs the daily activities of Street and Transportation operations including street maintenance and construction, snow removal, spring clean-up, signage, signals and markings, and other related activities.
- Hires, trains, motivates and disciplines employees in the Streets and Transportation operations.
- Responds to and solves citizen concerns and problems.
- Plan and administer operations budget.
- Coordinates street and concrete projects with other Public Works divisions and City departments.
- Participates in the training of Street and Transportation operations employees.
- Oversee pavement management program.
- Judges and prioritizes streets, concrete and transportation projects for value, importance and potential problems and benefits.
- Participates in preparing, examining and correcting contract documents.
- Oversees snow removal operations.
- Coordinates the use of Transportation operations employees with Transportation Engineer on traffic studies, vehicle counts, etc.

IV. Marginal Duties:

- Participates in emergency operations.
- Coordinates special projects with other governmental agencies.
- Coordinates community development projects.
- Performs other duties as assigned.

V. Qualifications:

Education: Requires a high school diploma or equivalent and two years education or technical training in mechanics, engineering, or related field. A bachelor's degree is preferred.

Experience: Requires five years of related work experience with at least three of those years including supervisory or project management experience. May substitute on year for year basis any equivalent combination of related education and experience, except the years of supervisory or project management experience.

Certificates/Licenses: A valid Utah Driver's license is required.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Use, operation and maintenance of a variety of equipment used in highway work; road base stabilization; soils and drainage; general street construction practices; traffic signage maintenance methods and supplies; OSHA safety standards; safe work practices; mathematics used to calculate correct

amounts of materials; and personal computer applications such as word processing and spreadsheet; good working knowledge of pavement management programs.

Responsibility for: The care, condition and use of materials, equipment, money and tools; great responsibility for decisions that affect the activities of people; responsibility for maintenance of City streets, flood control systems and traffic control devices; responsibility for the exercise of discretion and judgment in carrying out projects and responding to emergency calls; great responsibility for the supervision of supervisors, full-time, part-time and/or seasonal employees in the Streets and Transportation operations.

Communication Skills: Ability to communicate effectively verbally and in writing using proper grammar and spelling; ability to professionally furnish and obtain information from other departments; ability to work effectively as a team member; frequent contact with officials, citizens, and other departments/agencies requiring tact and judgment.

Tool, Machine, Equipment Operation: Requires regular use of a city vehicle and office equipment including a personal computer, printer, copier, calculator and telephone; occasional use of a variety of tools and street equipment.

Analytical Ability: Organize, delegate, and establish meaningful goals; organize time, information, schedules and projects; prioritize tasks, work well under pressure and impending deadlines; supervise effectively; establish effective working relationships with City Officials, employees and the public; apply complex concepts to the solution of problems and performance of assigned duties; work independently with minimal supervision.

VI. Working Conditions:

Physical Demands: While performing duties of job employee typically handles office equipment, objects, or controls. Employee may frequently bend, stoop or crouch. Employee frequently communicates with others. Employee may sit or stand for long periods of time and may occasional move up to 50 pounds.

Work Environment: Generally comfortable working conditions. The noise level in the work environment is usually minimal, with occasional increased noise exposure. Great mental effort is required daily; a great amount of pressure and fatigue is present during an average workday; frequent exposure to stressful situations as a result of human behavior and constant deadlines. Occasional exposure to overtime; occasional field work and exposure to traffic and construction site hazards.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____